

ADMINISTRATIVE — INTERNAL USE ONLY

18 JUL 1972

MEMORANDUM FOR: Director of Logistics

SUBJECT : Highlights of FY 1972 *LSD*

REFERENCE : Multiple Addressee Memo dtd 6 July 72 fr ADD/S,  
Subj: Agency Annual Report

In accordance with the instructions contained in referent, the following information is furnished:

## II. MAJOR ACCOMPLISHMENTS AND FAILINGS

### A. Maximum Utilization of Space *(Section 1)*

The formation of new organizational units, the consolidation of other components, and the continuing growth of computer centers combined to create a tremendous squeeze on space in the Headquarters Building. The majority of requirements were solved by relocating portions of one component to office space in the Rosslyn Area. Efforts to resolve the remaining requirements are continuing.

### B. Environmental Improvements *(Section 2)*

In coordination with the Fine Arts Committee, several proposals to improve employees' working environment were implemented. Among the improvements were the selection of contemporary style furniture as replacement for the traditional style that has been a standard since the formation of the Agency, the use of off-white paint on walls in place of the gray, the expansion of the Headquarters accent color scheme for other buildings in the Metropolitan Washington area, and the installation of black and aluminum vending machines in newly redecorated snack bar areas.

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## III. AHEAD

STATINTL in [REDACTED] The relocation of the Agency's Motor Pool from its present location  
STATINTL to a site on the Headquarters Compound will result  
in both tangible and intangible advantages. The one-hour round trip from  
Headquarters to [REDACTED] will be eliminated for all busses and limousines  
and the majority of assigned vehicles which are garaged overnight at  
STATINTL [REDACTED]. Travel time will also be eliminated for all vehicles that are  
serviced at the Motor Pool. In addition to these benefits, the consolidation  
of Motor Pool personnel will ensure improved communications between  
the employees and their supervisors. (According to present plans, the  
Headquarters Motor Pool facility will be ready for occupancy in midcalendar  
year 1974.)

STATINTL

[REDACTED]  
Chief, Logistics Services Division, OL

cc: OL/PS

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